

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

---

**FINANCE COMMITTEE**

**Thursday, November 5, 2009**

**Lyle Shields Meeting Room, Brookens Administrative Center  
1776 E. Washington St., Urbana**

**MEMBERS PRESENT:** Thomas Betz, Chris Doenitz, Brad Jones, Steve Moser, Steve O'Connor, Michael Richards, Giraldo Rosales, Barbara Wysocki

**MEMBERS ABSENT:** Brendan McGinty

**OTHERS PRESENT:** Kat Bork (Administrative Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator), Tony Fabri (Auditor), Alan Nudo (County Board Member), Dan Welch (Treasurer), C. Pius Weibel (County Board Chair)

**CALL TO ORDER**

Vice-Chair Rosales called the meeting to order at 7:00 p.m.

**ROLL CALL**

Bork called the roll. Betz, Doenitz, Jones, Moser, Richards, Rosales, and Wysocki were present at the time of roll call, establishing the presence of a quorum.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Betz to approve the agenda and addendum; seconded by Wysocki.

Rosales suggested a revision to the agenda by removing item IX H covering the Job Content Evaluation Committee recommendation for non-bargaining positions classifications. Betz and Wysocki agreed to accept the amendment as friendly.

**Motion carried as amended with all ayes.**

**APPROVAL OF MINUTES**

**MOTION** by Betz to approve the Finance Committee minutes of October 8, 2009; seconded by Wysocki.

Wysocki requested the verb "asked" be added to line 175.

**Motion carried as amended with all ayes.**

O'Connor entered the meeting at 7:02 p.m.

### **PUBLIC PARTICIPATION**

There was no public participation.

### **BUDGET AMENDMENTS/TRANSFERS**

Budget Amendment #09-00095, Budget Amendment #09-00096, Budget Amendment #09-00098, Budget Amendment #09-00094, Budget Amendment #09-00097, Budget Amendment #09-00093

**MOTION** by Betz for an omnibus motion to recommend to the County Board approval of Budget Amendment #09-00095 from Fund 075 Regional Planning Commission – Department 701 Weatherization-HHS-Even Year for increased appropriations of \$75,000 for the Weatherization Labor line and \$75,000 for the Weatherization Materials line with increased revenue of \$150,000 from the Health and Human Services-Home Energy Assistance Program line, Budget Amendment #09-00096 from Fund 075 Regional Planning Commission – Department 702 Weatherization-Department of Energy-Even Year for increased appropriations of \$75,000 for the Weatherization Labor line and \$75,000 for the Weatherization Materials line with increased revenue of \$150,000 from the Department of Energy-Weatherization line, Budget Amendment #09-00098 from Fund 089 County Public Health Fund – Department 049 Board of Health for increased appropriations of \$101,450 for the Professional Services line with increased revenue of \$101,450 from the HHS-Public Health Emergency Prepare line, Budget Amendment #09-00094 from Fund 080 General Corporate – Department 040 Sheriff for increased appropriations of \$9,450 for the Automobiles, Vehicles line and \$350 for the Automobiles, Vehicles line with increased revenue of \$9,800 from the Other Misc. Revenue line, Budget Amendment #09-00097 from Fund 080 General Corporate – Department 042 Coroner for increased appropriations of \$276 for the Indigent Burial line with increased revenue of \$276 from the Court Fees and Charges, and Budget Amendment #09-00093 from Fund 080 General Corporate – Department 010 County Board for increased appropriations of \$8,844 for the Appointed Official Salary line with no increased revenue; seconded by Moser. **Motion carried with all ayes.**

### **Budget Transfer #09-00011**

**MOTION** by Betz to recommend to the County Board approval of Budget Transfer #09-00011 from Fund 081 Nursing Home – Department 430 Nursing Services to transfer \$300,000 to the Full-Time Employees line from the Contract Nursing Service line; seconded by Wysocki. **Motion carried with all ayes.**

### **Budget Amendment #09-00101**

**MOTION** by Betz to recommend to the County Board approval of Budget Amendment #09-00101 from Fund 080 General Corporate – Department 026 County Treasurer for increased appropriations of \$15,000 for the Regular Full-Time Employees line with increased revenue of \$15,000 from the From Tax Sale Automation Fund 619 line; seconded by Moser.

In response to Wysocki's question about the budget amendment, Busey explained automation fund was reimbursing the full-time employees line in accordance with the General Corporate budget cuts made in 2009.

**Motion carried with all ayes.**

Budget Transfer #09-00013

**MOTION** by Wysocki to recommend to the County Board approval of Budget Transfer #09-00013 from Fund 619 Tax Sale Automation Fund – Department 026 County Treasurer to transfer \$15,000 to the General Corporate Fund 080 line from the Regular Full-Time Employees line; seconded by Betz. **Motion carried with all ayes.**

**SHERIFF**

Contracts to Provide Special Police Service to the Villages of Philo, Sidney, and St. Joseph

**MOTION** by Betz to approve the Contract to Provide Special Police Services to the Village of Philo, Contract to Provide Special Police Services to the Village of Sidney, and Contract to Provide Special Police Services to the Village of St. Joseph; seconded by Moser. **Motion carried with all ayes.**

**REGIONAL PLANNING COMMISSION**

Ordinance Authorizing the Public Approval of the Issuance of Certain Collateralized Single Family Mortgage Revenue Bonds to Continue the First-Time Homebuyer Down Payment Assistance Program

**MOTION** by Betz to approve the Ordinance Authorizing the Public Approval of the Issuance of Certain Collateralized Single Family Mortgage Revenue Bonds to Continue the First-Time Homebuyer Down Payment Assistance Program; seconded by Wysocki. **Motion carried with all ayes.**

**COUNTY ADMINISTRATOR**

General Corporate Fund FY2009 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. She reported the budget through the end of October looks substantially the same as it has in previous months. The sales and income tax revenues continue to be low. The local government fees and fines are performing fairly well. The General Corporate Fund budget should achieve 99% of this fiscal year's revenue. Busey expects the GCF will spend 97.6% of its total budget, meaning the budget will be under-spent by \$807,857. The ending budget appears to be revenue positive by about \$435,000. With the addition of the repayment of some Nursing Home's loans, the GCF balance projection is just under \$2.5 million.

Jones inquired when the Harris & Harris contract would begin and the County would see some revenue. Busey stated the contract began in the last two weeks. The County gives each person thirty days to pay the amount owed before the account is turned over to Harris & Harris. She does not expect to see any revenue until January.

General Corporate Fund Budget Change Report

Busey reported the major changes to the budget were done in February or considered one-time revenues and expenditures.

Wysocki asked about the foundation gift made to the Sheriff's Office. Busey explained the gift was from a family who suffered the loss of two daughters in a DUI incident about five years ago. The family provided the gift to purchase more cameras for the squad cars several months ago.

FY2010 Annual Budget and Appropriation Ordinance

Busey provided a Budget in Brief to the committee, which offered a summary overview of the entire Champaign County FY2010 Budget. The entire budget has revenue of \$118,313,244 and expenditures of \$123,834,361.

**MOTION** by Betz to approve the FY2010 Annual Budget and Appropriation Ordinance; seconded by Wysocki. **Motion carried with all ayes.**

FY2010 Annual Tax Levy Ordinance

**MOTION** by Betz to approve the FY2010 Annual Tax Levy Ordinance; seconded by Richards.

Jones asked where salaries for the General Corporate departments not listed on Page 47 were located. Busey explained only the costs covered by property taxes were listed. The other GCF offices are covered by other forms of revenues. The focus is on offices that do not have individual revenue from fees collection and have expenses that correlate to county-wide services.

**Motion carried with all ayes.**

Resolution Authorizing Loan from the Public Safety Sales Tax Fund to the General Corporate Fund

**MOTION** by Betz to approve the Resolution Authorizing Loan from the Public Safety Sales Tax Fund to the General Corporate Fund; seconded by Jones.

Jones questioned why this loan is being made when the GCF received settlement money from the Nursing Home. Busey stated the GCF continues to operate below its fund balance goal of 12.5%. The best hope is that the GCF will end FY2009 with a fund balance of about 5-6%. The loan is for cash flow purposes due to the low fund balance. This year, the GCF had to borrow over \$3 million from other funds to ensure cash flow between December and May. Busey hopes this \$1.7 million loan from the Public Safety Sales Tax Fund will be the only loan needed in FY2010. Welch confirmed the GCF would pay back the \$1.59 million in outstanding loans and then borrow back up to \$1.7 million. He has worked on cash flow and hypothesized the GCF could reach April with only the \$1.7 million loan. He thought it would be likely that GCF would need a little more from other funds, but not to the extent of the FY2009 borrowing. The GCF could possibly need to borrow another \$1 million in FY2010.

**Motion carried with all ayes.**

Resolution Authorizing Loan from the General Corporate Fund to the Nursing Home Fund

Busey stated this was the renewal of the outstanding \$333,000 loan from the General Corporate Fund to the Nursing Home.

**MOTION** by Betz to approve the Resolution Authorizing Loan from the General Corporate Fund to the Nursing Home Fund; seconded by Wysocki.

Jones inquired about the consequences if the loan was not renewed. Busey did not believe the Nursing Home had the available cash to repay the loan. Jones was concerned this loan remains outstanding when the GCF has to borrow money. Busey confirmed this was an ongoing loan and it will be the second time the County Board has renewed this loan.

Richards asked Buffenbarger about the Nursing Home's financial outlook in FY2010. Buffenbarger stated this was not new money, it was a carryover loan, and the Nursing Home intends to repay the loan over the course of FY2010. He explained the FY2010 Nursing Home budget is based on a higher census than is currently occupying the Nursing Home. He did not have any reason to believe the loan would not be repaid, provided the census rebounds to the budgeted target. Doenitz stated his biggest problem with the outstanding loan was that, in real world, a loan is called if it is not repaid. He wanted to know when the County would stop doing this. Busey stated that was up to the County Board members.

**Motion carried with a vote of 5 to 3.** Betz, O'Connor, Richards, Rosales, and Wysocki voted in favor of the motion. Moser, Doenitz, and Jones voted against the motion.

Maintenance Contract with Jano for Software Maintenance and Licensing of Integrated Justice Information Systems Technology

Busey provided an updated version of the Jano maintenance agreement to the committee. She explained the changes from the version in the agenda packet included language about an upgrade impact on maintenance fees on Pages 6-7, under Number 3. Jano agreed to these terms and the contract has been reviewed by the County's legal counsel.

**MOTION** by Betz to approve the Maintenance Contract with Jano for Software Maintenance and Licensing of Integrated Justice Information Systems Technology; seconded by Richards.

Doenitz asked if this was really necessary. Busey confirmed it was and explained any software purchase requires payment for annual maintenance. The Jano System is completely implemented now and the County has been paying a flat annual maintenance on the system since 2002. A new maintenance fee has been negotiated with a 4% increase in the first year, a 2% increase in the second year, and a 2.25% increase in the third year. Busey stated the County pays for the vendor to maintain the systems on all of its software. Doenitz asked for the cost of the Jano project. Busey said the entire project cost \$2.8 million in 2002.

Jones inquired if the Jano system was operational. Two months ago the committee was informed about fees that were not being collected at the Circuit Clerk's Office. Busey expressed it is a very complex system that covers six different criminal justice offices. She believed there will always be issues with the system doing everything it should. The technology consultant, who is working for the courts system, works on a daily basis with Jano Justice Systems, Inc. and issues are being resolved as they occur. Jones suggested Jano could make sure payments for traffic fines were correctly credited to accounts since the County is paying \$100,000 in annual maintenance fees. He wondered why such problems continued when the maintenance costs are being paid. Busey stated the justice technology group is aware about the unresolved issues and continues to work with Jano to address the problems. Weibel stated they do not know if the problem is a computer or human error, so it is difficult to judge whether it is Jano's problem or the problem of humans working with the system.

**Motion carried with a vote of 5 to 3.** Betz, O'Connor, Richards, Rosales, and Wysocki voted in favor of the motion. Moser, Doenitz, and Jones voted against the motion.

Job Content Evaluation Committee Recommendation for Classification of Non-Bargaining Positions – Excluding Nursing Home, RPC and Mental Health Board

This item was removed from the agenda.

**NURSING HOME**

Financial Report on the Nursing Home

Busey announced the Nursing Home financial report was at the members' desks. The Nursing Home plans to issue tax anticipation warrants for FY2010.

Authorization for the Issuance of Tax Anticipation Warrants

**MOTION** by Betz to authorize the issuance of tax anticipation warrants on the Nursing Home property tax revenue for FY2010 in the amount of \$780,000; seconded by Wysocki.

Richards asked if the tax anticipation warrants were being issued to specifically cover the Nursing Home's IMRF costs. Buffenbarger stated the warrants help the Nursing Home pay the FICA and IMRF costs and bring the accounts payable to a close, as required by the County.

**Motion carried with all ayes.**

**ADDENDUM**

Request to Change Salary Grade of the Nursing Home's Director of Social Services

**MOTION** by Betz to change the salary grade of the Nursing Home's Director of Social Services; seconded by Wysocki.

It was Betz's understanding that the Nursing Home has been unable to retain a qualified individual for the Director of Social Services position; therefore, Buffenbarger was asking to

increase the salary in an effort to fill the position. Richards questioned why the Nursing Home was increasing its expenses at the same time it has to issue tax anticipation warrants. Betz stated the Nursing Home was required by law to have this position filled and will have to hire an outside consultant if someone is not hired. He argued the cost of hiring a consultant to temporarily fill the position would be vastly more expensive than the requested salary increase. Busey noted the requested salary range is the same range as similar positions in the Regional Planning Commission that carry similar expectations for skills, education, and job responsibilities. Jones objected to giving a salary increase when the financial report showed the Nursing Home lost \$178,000 in September and the national unemployment rate is at 10%. Buffenbarger commented the Job Content Evaluation Committee determined the salary for the Director of Social Services position over four years ago and nursing home regulations have evolved since then to require skilled nursing facilities to employ a licensed clinical social worker. A licensed clinical social worker for a skilled nursing facility the size of the Champaign County Nursing Home must have a master's degree and be professionally licensed. Buffenbarger found that comparable professional positions in RPC have to be paid more than the Nursing Home currently pays its Director of Social Services to attract qualified candidates. The Nursing Home's long-time Director of Social Services retired and a short-term replacement was found. The short-term replacement has resigned, so Buffenbarger is trying to find a new Director. The position's current salary grade is H and the request is to move the position up one grade to salary grade I. The position's current minimum and midpoint is \$34,000-\$43,000. If approved, the request would move the range to \$40,000-\$50,000. A comparable position in RPC has a range of \$49,000-\$61,000.

Wysocki questioned Buffenbarger about how long the position has been open and how the search was being conducted. Buffenbarger explained the current Director of Social Services will leave on December 8, 2009. The position was vacant for about four months following the previous Director's retirement. Buffenbarger is finding the Nursing Home's recruiting efforts are not yielding much in attracting someone to fill the position. He confirmed the position's required qualifications have been increased by the Illinois Department of Public Health since he has been employed as the Nursing Home Administrator. Wysocki remarked this was another unfunded mandate from the state.

Moser exited the meeting at 7:32 p.m.

Richards asked how long the Nursing Home has been conducting a search to fill the position. Buffenbarger stated the current search had been ongoing for thirty days. The Nursing Home is having a hard time finding a specific type of social worker who understands nursing home regulations as well as having a master's degree and being professionally licensed.

Rosales called for a voice vote and declared the motion carried with three dissenting votes.

Moser re-entered the meeting at 7:33 p.m.

Rosales called for a show of hands on the vote. **Motion failed with a vote of 4 to 4.** Betz, O'Connor, Rosales, and Wysocki voted in favor of the motion. Doenitz, Jones, Richards, and Moser voted against the motion.

**TREASURER**  
**Monthly Report**

Welch distributed his report to the committee. He explained this would be the second year the County has issued tax anticipation warrants for the Nursing Home. His office sent letters to 26 banks inviting them to bid on the loan and only received 2-3 responses. The interest rate on last year's warrants was 3.2% on \$780,000. Welch stated his office would mail letters to 27 banks tomorrow and hope for a better response. Regarding cash flow, Welch posts all dollars coming in and going out of the GCF. The fund shows a positive balance in March, but it is not sufficiently positive to pay the March bills. Cash flow depends on when revenue is received. For example, the state is three months behind in sending the income tax revenue. He advised the GCF will need to borrow to keep cash flow moving in FY2010.

The tax sale was held on October 28<sup>th</sup> with 1,071 parcels offered for sale. This number was up from 905 parcels in the previous year. The ending percentage of real estate tax collection after the tax sale was 99.44% or exactly the same percentage as in FY2008. Welch thought the number was skewed because there is about a \$1 million shown as outstanding from Provena that will not be collected until the Supreme Court case is decided. He noted interest rates continue to be dismal at best. The Treasurer had \$1.5 million in interest earnings last year and Welch predicted they would be lucky to receive over \$300,000 in interest earnings this year.

**MOTION** by Jones to receive and place on file the Treasurer's October 2009 monthly report; seconded by Rosales. **Motion carried with all ayes.**

**Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 30-057-0002**

Welch described the process under which a mobile home not sold at the tax sale is held and auctioned off to be turned into a tax generating property.

**MOTION** by Betz to approve the Resolution Authorizing the County Board Chair to Assign a Mobile Home Tax Sale Certificate of Purchase, Permanent Parcel No. 30-057-0002; seconded by Wysocki. **Motion carried with all ayes.**

**AUDITOR**  
**Purchases Not Following Purchasing Policy**

The list of purchases not following the Purchasing Policy was provided for information. Fabri noted the list included a credit card bill paid without accompanying receipts and two FY2008 expenditures paid in FY2009. The FY2008 bridge construction expenditures required IDOT to sign off and this approval was not received until a year after the project was completed.

**Monthly Report for September 2009**

**MOTION** by Betz to receive and place on file the Auditor's September 2009 monthly report; seconded by Jones. **Motion carried with all ayes.**

**CHAIR'S REPORT**

There was no Chair's Report.

**OTHER BUSINESS**

Betz spoke regarding the previous discussion of the Director of Social Services at the Nursing Home. He confirmed the current employee was leaving the position on December 8<sup>th</sup> and the Finance Committee would next meet on December 10<sup>th</sup>. He indicted the vote to not approve increasing position's salary range was very unwise because once the position is vacant; the Nursing Home will have to fill it using outside services that are vastly more expensive.

**DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA**

Agenda items 6A-I, 7A-C, 8A, 9C-E, 10B, & 11B were designated for the consent agenda.

**ADJOURNMENT**

Meeting adjourned at 7:44 p.m.

Respectfully submitted,

Kat Bork  
Administrative Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*